

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: DISTRICT FACILITY O & M SUPERVISOR
JOB REQUISITION: 2656 (MULTIPLE POSITIONS)
LOCATION: SANTA BARBARA, FRESNO, & CONTRA COSTA

The District Facility O & M Supervisor positions with the Office of Court Construction Management (OCCM) of the Administrative Office of the Courts (AOC) is responsible for the implementation of a comprehensive facility operations and maintenance program for several court facilities within a county or multi-county territory; independently plans and directs all on-site Facilities Management staff and contracted services engaged in managing and maintaining court facilities; ensures alignment of facility management priorities with those of regional and Superior Court administration; performs complex and specialized work associated with building maintenance and facility management services including procurement, contracting, grounds management and maintenance services for the judicial branch at designated court locations; and implements strategic operational plans consistent with codes, regulations, guidelines and industry standard practices, including BOMA and IFMA.

RESPONSIBILITIES

Designs and implements programs and systems:

- Works in conjunction with OCCM, county staff, state and local agencies, to integrate planning and design requirements, procurement and execution of maintenance programs;
- Works with the Regional Manager of Facility Operations to direct the integration of security programs, building life safety and automation systems, and environmental management requirements, into building operations and maintenance plans;
- Participates in developing standards for maintenance and testing of equipment and machinery, and directs program development and training of staff in inspections, records management, safety programs, and required reporting and documentation;
- Makes policy recommendations to Regional Manager of Facility Operations on operation and maintenance matters; coordinates facility operations and maintenance budgeting, planning and execution with county staff in shared use facilities;
- Participates in developing and implementing a comprehensive facilities customer satisfaction program, undertaking indicated and necessary adjustments to procedure and resources in order to ensure improvements in service delivery.

Performs analyses for planning and prioritization:

- Participates in the development of criteria for prioritization of preventive maintenance and operations activities, including administration of building maintenance and operations budgets on a monthly, annual, and five-year forecast basis;
- Conducts studies to forecast and evaluate operations and maintenance needs; equipment replacement requirements; staffing requirements; and cost effectiveness of programs, equipment, and procedures;
- Acts as Unit liaison to Superior Court Executive Officers and County Administrative Officers, developing a working knowledge of Court-specific administrative priorities and appropriately aligning Facilities Management resources;

Performs analyses for evaluation:

- Works with county staff, budget analysts and court managers to plan, budget, assign, and evaluate the work of assigned staff relative to court needs, building conditions and building management plans;
- In coordination with OCCM Health & Safety staff, develops and ensures compliance with applicable rules, regulations and guidelines for safety procedures and protocols, including handling of hazardous materials, workplace injury, illness prevention, environmental health and safety;
- Reviews and evaluates status reports to determine problem areas and plan improvements in the allocation and utilization of personnel, materials, time, and equipment;
- Initiates contract and vendor management;
- Directs competitive procurement of and oversees schedules for building maintenance and operations contracts;
- Schedules integration of various vendor services to optimize efficiencies and minimize service disruptions;
- Ensures implementation of contracting and procurement policy, including communication to management, staff, outside agencies (e.g., trial courts and the executive and legislative branches) and the public;
- Participates in review of vendors in terms of contracted output requirements; recommends corrective measures and /or termination of non-performing vendors;

Performs other duties:

- Establish and maintain effective working relationships with those contacted in the course of the work, including members of the judiciary, members of the public, allied members of federal, state, and local agencies, staff members, and vendors, including bargaining unit employees;
- Will be required to travel statewide or regionally and work evening and weekend hours as necessary.

QUALIFICATIONS

Equivalent to a bachelor's degree from a recognized college or university with major course work in facility management, business administration, or a closely related field and five years of professional building/facility management and contracting experience which includes the drafting of contracts and solicitation documents, including a minimum of three years of increasingly responsible facility management experience.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree or certification may substitute for one year of the required experience.

Professional experience should include knowledge of: Current practices used in the repair of facilities, including knowledge of the technical aspects of building operations, and maintenance planning, development, and implementation. Basic principals of contract law, public purchasing, research, cost analysis and control, budgeting, and accounting and vendor management. Contract types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, and multiple awards. Laws, regulations, and standards associated with health and safety, labor compliance, building codes, government codes, contract development, administration, and termination. Emergency response and coordination procedures, policies, standards and processes.

Professional experience should include the ability to: Select, plan, supervise, train, and evaluate the work of large, varied, and remote teams with multiple team members. Organize, prioritize, and coordinate multiple work activities and meet critical deadlines in multiple locations. Understand architectural plans, engineering diagrams and reports, technical systems and financial analyses and summaries, contract documents including specifications, proposals, and bids. Make, support, and explain strategic and tactical recommendations and decisions to management and subordinates.

DESIRABLE

Membership or participation in industry organizations such as BOMA, IFMA, ASHRAE or other is desirable.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities Mgmt (Ops&Maint)", and search for Job Req. #2656, District Facility O&M Supervisor. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To request a printed application, please contact:

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San Francisco, California 94102
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PAYMENT & BENEFITS**SALARY RANGE:**

For Santa Barbara - \$7,105 – 8,636

For Fresno - \$6,934 – 8,429

For Contra Costa - \$7,310 – 8,886

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.